

Reproduction and Distribution

The Printing and Distribution Division, Room CB-203, telephone 841-3390, is located on the first basement level of Conolly Hall (near student mailboxes). The division operates from 0730-1630 on normal workdays. This shop distributes books and selected readings (unclassified) for use in each trimester's course of study. Students will receive notification when initial and follow on study materials are ready.

Photographic Division

The Photographic Division, Room P-02 (Basement of Pringle Hall), telephone 841-3426, provides the Naval War College limited photographic capability including black and white prints/negatives and color slides. Official service record photos are available by calling 841-3537 for an appointment. Passport photographs are not provided by the NWC Photographic Division, but can be arranged through commercial stores in the area. Fees for passport photographs required for official travel can be reimbursed through the travel claim process.

Security

The Security Manager is responsible for the Physical Security Program of the Naval War College. A detailed discussion of the Physical Security Program is contained in the SORM.

All access doors to the Naval War College are locked except the main entrance to Spruance/Conolly Hall near the Quarterdeck. To enter Luce/Pringle/Mahan/Spruance/Conolly/Hewitt Halls, students must enter at the front entrance to Conolly/Spruance or use their Security I.D. badge to enter doors equipped with a card reader. Entrance to the Naval War College is controlled and monitored by the sentry on duty. If you forget your NWC I.D. badge, you must enter at the Conolly Quarterdeck, show your military I.D. and sign for a visitor badge, to be turned in when you leave for the day.

Students may bring visitors into the Naval War College after hours on an unscheduled basis by receiving clearance from the sentry and logging visitors in and out. Visitors must stay with the sponsoring student while in the Naval War College and will be issued an Escort Required badge.

The NWC security watch consists of an Officer of the Deck (OOD) and a Petty Officer of the Watch (POOW) who stand a 24-hour watch in the Conolly Hall Duty Office. This watch conducts itself in accordance with Security Standing Orders. A Command Duty Officer (CDO) represents the command outside normal working hours, and among other duties, implements the provisions for physical security.

Students who observe or have any knowledge of security violations should report them to the Security Manager or the CDO without delay. The fact that an offense is not obvious or major should not deter students from reporting security breaches.

All personnel attached to the Naval War College or in its employ are issued a color-coded security I.D. badge that includes the individual's photo, name, status (i.e., staff/faculty/student), signature and expiration date. The color-coding on the security I.D. badge reflects the level of access (vice clearance) that the holder needs to conduct their normal duties while assigned to the NWC.

Red/White Checkerboard	-	Top Secret/SCI
Red	-	Top Secret
Blue	-	Secret
Green	-	Confidential
White	-	Unclassified

The security I.D. badges are issued in a plastic holder with a metal clip for easy attachment to clothing while attending the College. The badge is required for entry into the Naval War College and classified lectures. Badges must be worn on the outside garment, above the waist where visible to NWC security personnel at all times while at the College.

Safes

The safes located in student cube areas are for securing of personal valuables (i.e., laptop computers, etc.) The combination for the safe can be obtained in the Security Office. Classified material may not be stored in those safes unless approval for issuance of a classified security container is arranged with the Security Manager.

Classified Material Control

The Naval War College has a unique security environment consisting of a combination of students, colleges, services, nationalities and subject matter. In this environment, the responsibility for strict individual user control of classified material is crucial. Strict institutional controls would seriously hamper the interchange of ideas among the NWC's diverse population. You must therefore always be aware of where you are, what is being discussed, and who is present. Coupled with the "open" building access, individual control and safeguarding of classified material becomes the key to overall security.

CNW and CNC&S students are not normally required to hold any classified material, although they may attend classified briefs and/or conduct research using classified documents.

SIPRNET Accounts